Approved For Release 2001/0743 UNITED STATES CIVIL SERVICE COMMISSION (a)	Check one; ept 12 Full 28 : CIA-R	Washingto	n, D. C		Agency po			
DRITTED STATES CIVIL SERVICE COMMISSION	Reason for such	nission: n replaces another (i. e., : g position), identify such vice, series, grade), and pos		tities	Date of cer	rtification N	0.	
POSITION DESCRIPTION		w Position		0.	Date of cer	Lineacion		
3. CLASSIFICATION ACTION (b) Other (speci		(y)		7.	7. Date received from C. S. C.			
ALLOCATION BY CLASS TITLE OF POSITION			CLASS		INITIALS	DAT		
			Service	Series	Grade			
a. Civil Service Commission								
n. Department, agency, or establishment Supply Officer			os	2001	13			
e. Bureau		•						
1. Field office		•						
e. Recommended by initiating office,								
9. Organizational title of position (if any) Chief, Supply Branch		·	10. Name	of employed	(If vacanc	y, specify V-	(, 2, 3, or 4)	
Central Intelligence Agendy		c. Third subdivision Administration & Legistics Staff d. Fourth subdivision Supply Branch						
								b. Second subdivision Eastern European Division
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my position .		postaon						
		(Signature	of immediate	supervisor)		(Date)	
(C	(Date)	Title:					(Date)	
(Signature of employee) 14. Certification by head of bureau, division, field office, or designated r							Date)	
14. Certification by head of bureau, division, field office, or designated r		Title:						
14. Certification by head of bureau, division, field office, or designated r (Signature)	representative	Title:	rtment, agenc				(Date)	
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shortages, lead time required for acquisition or manufacture of material items, etc. Based on current policy issued by the Gentral Intelligence Agency procurement authority or in accordance with their advice in regard to specific items of equipment or supply, recommends modification of logistical support plans for operational activities to conform with existing Agency policy or to reflect current market conditions affecting procurement of specific types of quantities of material.

Based on approved operational plans takes necessary steps to procure material in support thereof by; (1) drawing upon the Central Intelligence Agency procurement and supply facilities (i.e., DD/A) for items secured on the domestic market; or (2) directing, within prescribed limits, procurement on the foreign market by particular field activities concerned. Develops and presents justification for at logistical estimates when called upon to do so by reviewing elements, either within DD/P or in other offices of the Agency. Represents the Division in lisison with other elements of DD/P or other components of the Agency in regard to logistical matters.

Coordinates and conducts the day-to-day logistical activities of the Division, including the equitable allocation of critical items of material.

Supervises the maintenance of such inventory control and property account records occurring facilities, equipment, and supplies as are required to conform with applicable regulations and to enable the Division to perform effectively its logistical support mission.

Formulates, reviews, and obtains approval of Division T/B's, T/A's, and special allowances for field support activities, including formulation of standard supply and replacement factors and consumption rates.

Supervises the development and presentation of the transportation and shipping requirements of the Division and expedites transportation and shipping action as required.

Coordinates and processes the Division's real estate and motor transportation needs.

Performs related duties as assigned.